

Date: [Insert Date]

[Applicant Name]
[Applicant Address]
[City, State ZIP]

Dear [Applicant Name],

Thank you for your application to [College/University Name] and for sharing your impressive accomplishments, unique passions, and thoughtful insights with our admissions committee. We recognize the hard work, dedication, and talent you demonstrated throughout your academic journey, as well as your commitment to your extracurricular pursuits.

After careful consideration, I regret to inform you that we are unable to offer you admission for the upcoming academic year. This decision in no way diminishes the remarkable potential you have shown. Your application truly stood out for [mention one or two specific strengths: e.g., "your leadership in community service projects and your excellence in the sciences"], and it is clear that you possess qualities that will serve you well in all your future endeavors.

We are grateful for the opportunity to learn more about you. We have no doubt that you will continue to achieve great things, and we encourage you to pursue your goals with the same determination and passion that you have already demonstrated. Please remember that this decision does not define your abilities or limit your future success. Your talents and drive will open many doors, and we wish you the very best along your academic and personal journey.

Thank you again for considering [College/University Name]. We wish you every success as you move forward.

Sincerely,
[Admissions Officer Name]
Office of Admissions
[College/University Name]